

School Administrative Officer (SAO) - Performance Management Questionnaire

2. Generic Competencies

Please answer the following questions about your performance in the workplace:

	1. I need supervision	2. I need assistance	3. Unsure	4. I don't need assistance	5. I don't need supervision
2.1 Motivation and initiative	€	€	€	€	€
2.2 Teamwork	€	€	€	€	€
2.3 Personal responsibility and integrity	€	€	€	€	€
2.4 Professional manner	€	€	€	€	€
2.5 Effective communication + Handling confidential matters with discretion	€	€	€	€	€
2.6 Negotiation and conflict resolution	€	€	€	€	€
2.7 Time management and planning	€	€	€	€	€
2.8 Stress management	€	€	€	€	€
2.9 Knowledge of EEO, EAPS and ethical practices	€	€	€	€	€
2.10 Basic IT skills	€	€	€	€	€

3. Office and Administration

Please answer the following questions about your performance in the workplace:

	1. I need supervision	2. I need assistance	3. Unsure	4. I don't need assistance	5. I don't need supervision
3.1 Filing and Typing	jn	jn	jn	jn	jn
3.2 Client reception	jn	jn	jn	jn	jn
3.3 Managing external relationships (i.e. suppliers)	jn	jn	jn	jn	jn
3.4 Office equipment usage and basic maintenance (i.e. photocopiers and printers)	jn	jn	jn	jn	jn
3.5 Supplies management	jn	jn	jn	jn	jn
3.6 Diary management for executive staff	jn	jn	jn	jn	jn
3.7 Fulfilling internal and external reporting requirements (non-financial)	jn	jn	jn	jn	jn
3.8 Use of specialised IT systems	jn	jn	jn	jn	jn
3.9 Telephone and Internet access management	jn	jn	jn	jn	jn
3.10 Occupational Health and Safety	jn	jn	jn	jn	jn

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4. Financial Management

Please answer the following questions about your performance in the workplace:

	1. I need supervision	2. I need assistance	3. Unsure	4. I don't need assistance	5. I don't need supervision
4.1 Fulfilling internal and external financial reporting requirements	jn	jn	jn	jn	jn
4.2 Budget preparation	jn	jn	jn	jn	jn
4.3 Cash flow management, including bank reconciliations and banking	jn	jn	jn	jn	jn
4.4 Accounts payable	jn	jn	jn	jn	jn
4.5 Accounts receivable	jn	jn	jn	jn	jn
4.6 Chart of accounts management and mapping	jn	jn	jn	jn	jn
4.7 All GST related functions and issues	jn	jn	jn	jn	jn
4.8 Petty cash management	jn	jn	jn	jn	jn
4.9 Use of specialised financial IT systems	jn	jn	jn	jn	jn
4.10 Co-ordination of finances for specific events	jn	jn	jn	jn	jn

5. Teacher and Student Support

Please answer the following questions about your performance in the workplace:

	1. I need supervision	2. I need assistance	3. Unsure	4. I don't need assistance	5. I don't need supervision
5.1 Desk-top publishing	jn	jn	jn	jn	jn
5.2 Typing	jn	jn	jn	jn	jn
5.3 Photocopying	jn	jn	jn	jn	jn
5.4 Preparation of student reports	jn	jn	jn	jn	jn
5.5 Subject specific requirements such as technology and applied sciences, science and library	jn	jn	jn	jn	jn
5.6 Use of subject specific IT systems	jn	jn	jn	jn	jn
5.7 First-Aid including provision of prescribed medications	jn	jn	jn	jn	jn
5.8 Parent liaison	jn	jn	jn	jn	jn
5.9 Manage the rental/hire of school property	jn	jn	jn	jn	jn
5.10 Prepare and update school calendar	jn	jn	jn	jn	jn